



**TASI**  
 TRADES ACADEMY SUMMER INSTITUTE  
 an Education @ Work Initiative

June 16 - 27, 2025

## Student Application Checklist

Please ensure you have obtained all the following documents to upload into your application.  
 Visit: [hcoe.org/tasi](https://hcoe.org/tasi) to fill out the application.

CHECK WHEN COMPLETED	APPLICATION DUE BY APRIL 21, 2025
	Obtain the following documents & information <ul style="list-style-type: none"> <li>• Your personal information: address, phone number, and email. As well as your parent/guardian email, and phone number.</li> <li>• Official Transcript: Obtain a digital copy from your school office.</li> <li>• Attendance Record: Obtain a digital copy from your school office.</li> <li>• Name and Email of the adult to complete a reference. This can be a teacher, counselor, mentor, coach, or manager.</li> </ul>
	Short Responses (3-5 sentences) <ul style="list-style-type: none"> <li>• What prior training do you have regarding safety? Please explain.</li> <li>• What types of projects have you completed? Inside or outside the classroom?</li> <li>• How can this summer program benefit your career goals?</li> </ul>
	Adult Reference <ul style="list-style-type: none"> <li>• You must have an adult complete the reference form. This can be a teacher, counselor, mentor, coach, or manager. NOT A FAMILY MEMBER.</li> <li>• Talk to the adult that you plan to use as a reference and make sure they can complete this form online.</li> <li>• The reference form can be found at <a href="https://hcoe.org/tasi">hcoe.org/tasi</a>.</li> </ul>
	Complete the application online <ul style="list-style-type: none"> <li>• Find the application at <a href="https://hcoe.org/tasi">hcoe.org/tasi</a>. Have the information listed above ready to upload.</li> </ul>

Application and Teacher Recommendation Form must be submitted via Google Forms no later than **April 21, 2025**  
 Applicants will be notified of the interview status via email by April 23, 2024

Interviews are tentatively scheduled for May 19-20, 3:00-7:00 p.m. Applicants will be emailed with their acceptance status on May 21, 2025.

Questions may be directed to: Ann Marie Rocha at (707) 441-3954 or [arocha@hcoe.org](mailto:arocha@hcoe.org)